

CURRICULUM VITAE

RAJU SANPUI

DOB- 13th December, 1981

Kalipur, P.O. Gangrai, Dist: 24 Parganas (S)

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Objective :

To work in a professional organization with full determination & Dedication to improve my professional skill & to achieve organizational as well as individual goal.

Education :

- 1) Passed Madhyamik from Langal Beria Surath Smriti Vidya Mandir in the year 1998.
- 2) Passed Higher Secondary from Gobindapur Ratneswar High School in the Year 2001.

Courses Attended :

YOUTH COMPUTER TRAINING CENTRE (BARUIPUR)

- 1) **A Certificate Course in Information Technology Application** (Dos, Windows, Word, Excel and Foxpro).

COM-TECH COMPUTER EDUCATION CENTRE

- 1) PageMaker 6.5 & 7, CorelDraw, Photoshop, Math Type, STM Software.

NIELIT (JADAVPUR UNIVERSITY CAMPUS)

- 1) **Certificate & Advance in Financial Accounting.** I know Microsoft Office 2010 and Tally.ERP9 (GST, TDS, TCS, Job Costing, Manufacturing Journal, POS Invoice, Price Level, Payroll etc.)

Experience Profile :

Current : I am Working in Educational Institute namely "**GEORGE SCHOOL OF COMPETITIVE EXAM**" at Ultadanga from June, 2019 to till date as a "D.T.P Operator".

Previous : I Worked in Educational Institute namely "**IMPUSLE JEE**" at Ballyguange from March, 2019 to April, 2019 as a "D.T.P Operator".

Previous : I Worked in Educational Institute namely "**PATHFINDER**" at Hazra from June, 2015 to February, 2019 as a "D.T.P Operator".

Previous : I Worked in Publishing house namely "**BEST BOOKS**" at College Street. from November, 2007 to May, 2015 as a "D.T.P Operator".

Job Profile :

Composing Books & Class Test Paper, Cover Design, Visiting Card, Flex.

Typing Speed English 45-50, Bengali 45-50, Hindi 20-25.

Maintain Accounts in Tally.ERP9 and billing, challan in Excell.

Initiative :

Done Social Service with Naba Jubok Jangha like Health cheake up camp, Eye care Camp. Relief Camp.

Strengths :

A. Communication Skills (Bengali, Hindi)

B. Team Work abilities.

C. Analytical Concepts.

Personal Profile :

Smart, Friendly, Honest, Enthusiastic & Energetic.

Interests :

Reading Books, Net Surfing, Listening to Music.

Location :

Kolkata

Joining Time :

Periods of 15 days.

Place- Baruipur

Date : 19.08.2019

Please contact with me by mail and Mobile.

Raju Sanpui

Signature